



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

12/23/13

Brenda Tegtmeier-Rettig and Sarah Shonka  
102 Maple Dr.  
Tripoli, IA 50676

Dear Child Care Provider,

This letter is in regards to the 12/5/13 compliance check of your Level C, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- ☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits. (need at front door)
- ☐ 110.5(1)l A safety barrier surrounds any heating stove or heating element.
- ☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites. (vet records on file expired over a year ago. Enclosed are new mandatory forms)
- ☐ 110.5(2) A provider file is maintained and contains:
- ☐ 110.5(2)b Certificates or training verification documentation for:
- ☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.) (Sarah's expired in 2012)
- ☐ 110.5(8) Children's Files:
- ☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. (4 need Dr.'s info, 2 need emergency contact)
- ☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. (2 need)

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. (5 need)

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. (3 need)

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. (5 need)

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. (3 need)

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. (17 need)

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (5 need)

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. (3 need)

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. (2 need)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed. Either CCR&R or I can do another check in the home to see if you have completed the items out of compliance. Please contact one of us once you are done.

Please do not hesitate to contact me at DHS at 319-267-2594 or 1-800-873-1340 or [jsharp1@dhs.state.ia.us](mailto:jsharp1@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Julie Sharp  
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 319-267-2644.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).